

UBI	
Owner name	

City Addendum

This form **must** be submitted with a completed Business License Application and required fees.

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For a list of cities and how to complete the City Addendum refer to the City Addendum Instructions.

A	All city license applicants must complete th	is section.			
1.	Do you qualify for an exemption from the city business license? (for Vancouver only)				
2.	Are you registered with the Washington Secretary or	f State as a nonprofit corp	oration?		
3.	Is your organization tax exempt under IRS code 501 If yes, attach a copy of your IRS tax exemption certifications.	(c)(3),(4), or (5)? ficate.	□ Yes □ No		
4.	Are you a general or specialty construction contracted	or?	□ Yes □ No		
	If yes, provide the Dept. of Labor & Industries Contra	actor Registration license	number (if known):		
5.	If you hold a WA State professional/occupational en	dorsement, indicate the e	ndorsement type and number.		
	Type (day care, cosmetology, real estate, etc.)	Number (if known)			
6.	Do you provide utility service (telephone/cellular/ISF	, cable, gas, electric, garb	page)?		
В	Complete this section for a city license if your business is physically located inside city limits.				
1.	From the city names and fees listed on page 1 of thi the associated fee amount:	s form, indicate the city w	here your business is physically located and		
	City name		License fee amount \$		
	Number of employees (at this location)		Total employee fees (if applicable) \$		
	Number of rental units (if applicable) Total rental unit fees (if applicable) \$				
	For variable fee cities, see appropriate city "Requirements and Fee Calculation" document for more information.				
2.	First date of business in the city indicated:				
3.	Have you held a business license in this city? ☐ Yes	s 🛘 No Prior city lice	nse #(if known)		
4.	 Check any of the following that can be found at this business location: ☐ Automatic smoke detection system or fire sprinkler system installed ☐ Any compressed gases (oxygen, helium, acetylene, propane, nitrous oxide, etc.) ☐ Discharges to the sewer from the business or business processes other than domestic sanitary discharges ☐ Any flammable/hazardous/toxic materials (gasoline, oil, cleaning solvents, pesticides, etc.) Average gallons or pounds kept on premises: ☐ Floor drains other than in restroom/shower facilities ☐ None of the above 				

В	Section B continued								
5.	Is the physical address of the business in a residence?								
6.	Square feet of floor space used by your business at this location:								
7.	Will you be making any exterio	or or interior mo	difications	s, includin	g signs, to the	proposed busine	ss location? [☐ Yes ☐ No	
8.	Give the name and phone num	nber of two afte	er-hours Ei	mergency	Contact pers	ons for this busine	ess location:		
	Name (Last, First, Middle)			Phone num	ber				
				()					
	Name (Last, First Middle)			Phone num	ber				
				()					
9.	Do you have emergency alarm If yes, provide the following info		rvice?				🗆 Ү	′es □ No	
	Monitoring Company	Compan	y Contact				Contact phone n	umber	
							()		
10.	Mark any of the following activ	ities that will be	e conducte	ed at or fro	om this busine	ess location:			
	☐ Adult Entertainment		Dispensing	l			☐ Repairing		
	☐ Ambulance Service/Dispato	ch 🗆 C	Gambling				☐ Retail/Wholesale Sale		
	☐ Amusement Devices/Arcad	les 🗆 H	Health Car	e/Medical			☐ Serve Liq	quor	
Buy/Sell Used Goods ☐ Manufacturing, Assembling, Producing, ☐ Sexually O					Oriented				
	☐ Care Provider for Adults or	Children	Packaging				Business		
☐ Charging Admission ☐ Painting ☐ Storing/War ☐ Civic, Social, Religious Gathering with food/drink consumption, transportation, entertainment, etc. ☐ Recycling ☐ Taxi or For Dispatch				ŭ					
					r Hire Service/				
C	Complete this section onli	y for city lice	enses if t	here is <u>r</u>	o physical	location inside	the city lim	its.	
1.	From the cities and fees shown	n on page 1, lis	t all the cit	ties that y	ou will travel i	nto to conduct bus	siness.		
	City name	First date of business	Previou license (if kno	number	Number of employees	Employee fees (variable fee cities only)	City license fee	Total fee amount	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
					Total amoun	t due for non-res	ident cities	\$	



City Addendum Instructions

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Instructions:

- 1. You must contact any cities not listed below for licensing requirements as they are not part of the combined licensing at this time.
- 2. All applicants must complete Section A.
- 3. Complete Section B of the addendum to apply for a city endorsement where your business is physically located inside city limits (resident).
- 4. Complete Section C of the addendum to apply for endorsements with other cities that you will travel into to conduct business (non-resident).
- 5. In Section 2 of the Business License Application, write the city name and fee for each city you indicated on Section B and Section C of the addendum.
- 6. Complete a separate Business License Application and City Addendum form for each physical business location.

Please Note:

- City endorsements must be approved by the city before business may begin. City Land Use, Building and Fire codes and ordinances may be applicable. Contact each city directly for more information.
- Some cities only require licensing if physically located in city limits. This condition is noted on the list below.

Use the city names and fees below to complete Section B and Section C of the City Addendum.

Anacortes \$30	Enumclaw	\$50
Bellingham\$40	Ephrata	\$80
Blaine\$75	FifeVar	iable Fees*
Bonney Lake\$60	Fircrest	\$75
Bridgeport\$30	Gig Harbor	\$30
Buckley\$75	Gold Bar	\$40
Carbonado\$25	Granite Falls	\$45
Carnation\$75	Ilwaco	\$125
Clyde Hill\$25	Issaquah	\$60
College Place (located inside city limits only) No Fee	Kelso	\$50
Connell\$30	Kenmore (located inside city limits only)	\$10
Covington\$60	KennewickVar	iable Fees*
Deer Park\$30	Lacey	\$25
DuPont\$75	Lake Stevens	\$40
Duvall\$55	Leavenworth	\$115
Eatonville\$50	Liberty Lake	\$26
Edgewood\$40	Long Beach	
		S 1'

Continued...

^{*}Visit http://bls.dor.wa.gov/forms/ for "Requirements and Fee Calculations" for Cities of Fife, Kennewick, Richland, Spokane, Vancouver.

City Addendum Instructions Continued

Longview\$50	Ruston \$40
Maple Valley (located inside city limits only)\$10	Sammamish\$15
Marysville\$65	Sedro Woolley\$35
Millwood (located inside city limits only)\$5	Sequim\$56
Milton \$88	Shoreline\$40
Monroe (located inside city limits only)\$50	Skykomish\$50
Mount Vernon\$50	SpokaneVariable Fees*
Newcastle\$31	Spokane Valley\$13
North Bend\$35	Stanwood\$50
Olympia\$30	Sultan\$25
Port Orchard\$35	Sumner\$40
Port Townsend\$28	Tumwater\$50
Poulsbo\$65	University Place\$50
Prosser\$50	VancouverVariable Fees*
Pullman (located inside city limits only)\$15	Washougal\$25
RichlandVariable Fees*	West Richland\$40
Rockford\$15	Woodinville\$39

^{*}Visit http://bls.dor.wa.gov/forms/ for "Requirements and Fee Calculations" for Cities of Fife, Kennewick, Richland, Spokane, Vancouver.

If the city you are looking for is not listed, you must contact that particular city directly for licensing information.





State of Washington Business Licensing Service				
PO Box 9034 Olympia WA 98507-9034	For Validation - C	Office Use Only		
Telephone: 1-800-451-7985 business.wa.gov/BLS		•		
Business License For faster service apply online Online applications are typically proce It may take up to six weeks	at business.wa.go	ov/BLS	Legal Entity/Owner Name Unified Business Identifier (UBI)	
. Purpose of Application Please check all boxes that apply.			Federal Employer Identification Number (FE	EIN)
☐ Open/Reopen Business complete sections 2, 3, 4, (5 if hiring employ	ees) and 6		orsement/Registration to Existin sections 2, 3, 4, and 6	g Location
☐ Open Additional Location complete sections 2, 3, 4, (5 if hiring employed)	ees) and 6		s Has or Will Have Employees all sections	
☐ Change Ownership complete sections 2, 3, 4, (5 if you have empty)	oloyees) and 6	complete	Has or Will Have Employees United all sections (If this business location Compensation account with L&I, are	n has an active
Register Trade Name complete sections 2, 3, 4 and 6		business was filed,	cense Application d, [and 3f for sole	
\square Change Trade Name - complete sections .	2, 3, 4 and 6	_ ` `	rs], 5c, and 6.)	
Name(s) to be <i>cancelled</i> :			sons to Work In or Around Your F all sections	Home
☐ Change Location - complete sections 2, 3, Old address to be closed:	4 and 6	☐ Other - a	omplete all	
L. Endorsements and Fees Use the Endorsement Fee Sheet for the information	ation needed to comp	olete this list.		
Mark Registrations Needed:			F	ees Due
☐ Tax Registration (State Dept. of Revenue) —	Do you want a separa	ate tax return for	each business?	No Fee
☐ Industrial Insurance (Workers' Compensatio	n) – Required if you ı	will have employe	es.	No Fee
☐ Unemployment Insurance – Required if	ou will have employε	ees.		No Fee
☐ Minor Work Permit – Required if you will I	nave employees unde	er age 18.		No Fee
☐ New Trade Name (Doing Business As):				\$ 5.00
List Additional Trade Names (\$5 each nan	ne) or Other Endo	rsements (suc	h as Lottery Retailer):	
>			\$	
>			\$	
			Ψ.	

Enclose check for total amount due, including the non-refundable Processing Fee, which MUST be submitted with this form.

Processing Fee

\$ 19.00

Total Amount Due | \$

Make check payable to the Department of Revenue.

3. Owner Information

	a.*	Select only ONE ownership structure:							
		☐ Sole Proprietorship							
		If married, should spouse's name appear on license?	S U No (If you answer No, you must spouse information in section "3						
Ownership Structures		☐ Corporation* ☐ Non Profit Corporation* (educations		ted Liability Company*					
ruct		□ Partnership (# of partners:) □ Joint Venture □ Limited Partnership* □ Limited Liability Partnership*		artnership*					
p St		*These ownership structures must contact the Secretary of S							
rshi									
wne		Name of Corporation, LLC, Partnership, LLP, LLLP, or Joint Venture Name	e (examples: ABC, Inc. OR Fir Trees Unlir	nited LLC)					
0		State incorporated/formed:							
		☐ Association ☐ Trust ☐ Municipality ☐ Tril	bal Government Other						
		Name of Organization (example: Anderson Family Trust)							
\geq	b.*		ure's first date of business at this location. C	Out-of-state businesses should					
		MM DD YY use the first date of operation	in WA. (Required. If unknown, please esti	imate.)					
	C.		Is this location inside city limits?	☐ Yes ☐ No					
	٨	*Business Name/Trade Name							
	d.	*Business Mailing Address (Street or PO Box, Suite No. do not use builiding name,	*Business Street Address (if different th	an mailing) Do not use PO Boy or PMB					
		business maining Address (Street or PO box, Suite No. do not use building name,	Dusiness Street Address (if different th	an mailing) be not use FO box of FMB					
		City State Zip code	City	State Zip code					
	e.	Business Telephone Number () Fax Number	E-Mail Address						
\searrow	_								
	t.	List all owners & spouses: Sole proprietor, partners, offi	cers, or LLC members. (Attach a	dditional pages if needed.)					
		Name (Last, First, Middle)	Social Security Number D	ate of Birth % Owned*					
		Home Address (Street or PO Box)	City	State Zip code					
		Title () Home Telephone Number*	Are you married? ☐ Yes ☐ No If ye	s, enter spouse information below.					
		Title Home releptione Number		/ /					
		Spouse Name (Last, First, Middle)	Spouse Social Security Number	Spouse Date of Birth					
S									
Governing Persons		Name (Last, First, Middle)	Social Security Number*	ate of Birth % Owned*					
g Pe		Home Address (Street or PO Box)	City	State Zip code					
nin		(Are you married? ☐ Yes ☐ No If ye	s, enter spouse information below.					
ove		Title Home Telephone Number*		1 1					
G		Spouse Name (Last, First, Middle)	Spouse Social Security Number	Spouse Date of Birth					
		Name (Last, First, Middle)	Social Security Number*	Date of Birth % Owned*					
			-						
		Home Address (Street or PO Box) ()	City Are you married? T Yes No. If yo	State Zip code					
		Title Home Telephone Number*	Are you married? ☐ Yes ☐ No If ye	s, enter spouse information below.					
		Spouse Name (Last, First, Middle)	Spouse Social Security Number	Spouse Date of Birth					
		opodoo Name (Last, 1 list, Middle)	opouse obolal security multiper	opouse Date Of Billin					

^{*}The Social Security Number is required for sole proprietors, partners, officers, and LLC members of businesses that will have employees. (WAC 192-310-010) Not fully completing section "f" will result in application delays.

4. Location / Business Information

a.	Are you an out-of-state business with no Washington location and have employees or representatives working in Washington?						
	☐ Yes ☐ No						
	If yes, provide one of their Washington addresses (we will not use this address for mailing purposes):						
	Business Street Address (Do not use a PO Box or PMB Address) City State Zip code						
b.	Do you plan to hire independent contractors or people you will report on a 1099 form? Yes No Check "Independent Contractors" definition at www.lni.wa.gov/IPUB/101-063-000.pdf						
C.*	*Provide the estimated gross annual income in Washington <i>(check the one box that applies to your business):</i> □ \$0 - \$12,000 □ \$12,001 - \$28,000 □ \$28,001 - \$60,000 □ \$60,001 - \$100,000 □ \$100,001 and above						
d.	Mark the business activities in Washington State <i>(check all that apply):</i> ☐ Wholesale ☐ Retail ☐ Manufacturing ☐ Services						
e. [*]	*Describe in detail the principal products or services you provide in Washington State:						
	3						
f	Did you buy, lease, or acquire all or part of an existing business? ☐ Yes ☐ No						
	Date bought/leased/acquired: / / / Prior Business Name						
	Prior Owner's Name () Telephone Number						
g.	Did you purchase/lease any fixtures or equipment on which you have not paid sales or use tax? Yes No						
	If yes, indicate purchase or lease price: \$						
h.	If this business is owned by, controlled by, or affiliated with any other business entity, provide that business entity's name and UBI number:						
	Entity Name UBI Number						
	Childy Name OBINATIDE						
i.	Entity Name UBI Number If you are changing your business structure (such as changing from sole proprietorship to corporation) and want the						
	old account closed, provide the UBI number to be closed:						
	Do you wish to cancel all the trade names registered under the old UBI number? You must re-register all trade names you use under the new business structure.						
j.	If you have ever owned another business, provide: Business Name UBI Number						
ارا							
K.	Provide your bank's name: Branch:						

If you plan to have employees or wish to register for elective coverage for owners or excluded employees, complete Section 5.

(For information see the Industrial Insurance or Unemployment Insurance sections on the Endorsement Fee Sheet.)

5. Employment / Elective Coverage

Employment accounts cannot established, employment tax returns			next 90 days.	If accounts are	
a. *Date of first employment or pla	La *Date of first employment or planned employment at this location://_ First date wages paid:/_/ /				
b. Number of persons you employ				IVIIVI DD 11	
C. *Estimate the number of persor Number	ns under age 18 (minors) you will Duties to be performed by minors (Cl		s and duties the	ey will perform:	
Ages 16-17:					
Ages 14-15:					
Under age 14:					
	describes the major operation of (05) Maritime/Vessels/Longshore (06) Electronics/Utilities/Vending Moderate (07) Wood Prod/Stone/Glass & Mining (08) Mfg - Metal/Mach Shops/Millwri	☐ (09) VehicleSvcs/Transportation ☐ (10) Mfg - Chem/Textiles/Papering ☐ (11) Mfg - Food/Ice/Beverage	er \square (14) Food Sv s \square (15) Media/E	cs/Chore/Asst Lvg/Janitor	
e. Describe in detail the activities	of your workers. Then estimate th	e total workers'	3-Month	Estimate	
hours for a 3-month period. (On	e full-time worker = 480 total hours	for 3 months.)	Number of Workers	Workers' Hours	
Example: Office Staff - reception	n, accounting, data entry		2	(Include Minors) 960	
<u> </u>	<i>y</i>				
. ,	☐ All locations combined	to receive the following quar ☐ Each location separately (☐ Each location separately (multiple reports	,	
Additional Coverage is availa	ble as noted below. (See Endorser	nent Fee Sheet for more informa	tion.)		
	do you want unemployment ins btain a Voluntary Election form. T inform officers in writing that they	his form is required for covera	age.	ce.	
with members only, you may elect to d	gers, you may elect to cover those perso	ons who are both members (owners	s) and managers.	In an LLC	
	ompensation coverage for exclud rm F213-112-000 is required. This	· · · · · · · · · · · · · · · ·			
6. Signature Signature of sole	e proprietor or spouse, partner, corp	porate officer, or limited liability	member/manag	uer.	
I, the undersigned, declare under the p representative of the firm making this a by me and that the matters and things	application and that the answers conta	ained, including any accompanyir	am the applicant ng information, h	or authorized ave been examined	
X				//	
*Signature Required				Date	
		()		//	
Application Prepared By (Please Print)	Title	Telephone No.		Date	
Some agencies can provide language assista	ance. Would you like assistance?	res No Specify language			



City Fee Sheet

In most cities, a city license or registration must be obtained prior to operating a business within the city limits, including those businesses that are located outside the city limits but perform services for customers inside the city limits. Businesses located outside city limits must carry a copy of their license while operating in the city.

Some cities **may** exempt special types of businesses from being licensed. Examples of those types of business may include:

- Farmers selling their own produce
- Newspaper deliveries
- Limited number of casual sales (garage sales)
- Churches and other religious organizations
- · Charitable fundraising organizations
- Fraternal benefit societies
- Participants in a city-sponsored community event
- Delivery of goods sold outside the city

A city may require proof of qualifying for an exemption. If you think your business qualifies for exemption, contact the city directly for more information.

You may apply for a General Business Endorsement for the following cities using the Business License Application at the same time you apply for state licenses and registrations. In addition to the General Business Endorsement some cities may require other licenses, such as a Home Occupation Permit or peddlers endorsement, to conduct particular business activities. Contact the cities directly for more information.

Additional forms and city approval are required for each city.

City of Anacortes

General Business \$30
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Bellingham

General Business \$40

Note: Nonprofit businesses are required to obtain a general business endorsement.

City of Blaine

General Business \$75
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Bonney Lake

General Business \$60
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Bridgeport

General Business \$30
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Buckley

General Business \$75

Note: Nonprofit businesses are exempt.

Town of Carbonado

General Business \$25
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

City of Carnation

General Business \$75
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Clyde Hill

General Business \$25

Note: Nonprofit businesses are exempt.

City of College Place

General Business No Fee

Note: Businesses located **outside** of the City of College Place are not required to obtain a city endorsement.

City of Connell

General Business \$30

Note: Nonprofit businesses are exempt.

City of Covington

General Business \$60
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Deer Park

General Business \$30

Note: Nonprofit businesses are exempt.

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City of DuPont

General Business \$75
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Duvall

General Business \$55
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Town of Eatonville

General Business \$50

Note: Nonprofit businesses are exempt.

City of Edgewood

General Business \$40

Note: Nonprofit businesses are exempt.

City of Enumclaw

General Business \$50

Note: Nonprofit business licenses must be obtained directly from the City of Enumclaw at (360) 825-3593.

City of Ephrata

General Business \$80

Note: Nonprofit businesses are exempt.

City of Fife

General Business Variable fees
Nonprofit Business No fee

City fees are based on the number of full time employees (see City of Fife Requirements and Fee Calculation Instructions).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Fircrest

General Business \$75
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Gig Harbor

General Business \$30 Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Gold Bar

General Business \$40

Note: Nonprofit businesses are exempt.

City of Granite Falls

General Business \$45

Note: Nonprofit businesses are exempt.

City of Ilwaco

General Business \$125 Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Issaquah

General Business \$60
Nonprofit Business No fee

A business with less than \$3,000 gross annual income is exempt from this city's business endorsement requirement.

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kelso

General Business \$50
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kenmore

General Business \$10
Nonprofit Business No fee

Note: Businesses located **outside** of the City of Kenmore are not required to obtain a city endorsement.

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Kennewick

General Business \$55

City has a per employee fee (see City of Kennewick Requirements and Fee Calculation Instructions).

Note: Nonprofit businesses are exempt.

City of Lacey

General Business \$25 Nonprofit Business No fee

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Lake Stevens

General Business \$40
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Leavenworth

General Business Variable fee
Nonprofit Business No fee

City fees are based on the number of full time employees (see City of Leavenworth information at http://bls.dor.wa.gov/cities/leavenworth.aspx). Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Liberty Lake

General Business \$26

Note: Nonprofit businesses are exempt if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Long Beach

General Business \$125

Note: Nonprofit businesses are exempt.

City of Longview

General Business \$50 Nonprofit Business \$50

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Maple Valley

General Business \$10

Businesses located **outside** of the City of Maple Valley are not required to obtain a city endorsement.

Charitable or nonprofit organizations are exempt from the endorsement requirement if they maintain IRS 501 (c) tax status.

City of Marysville

General Business \$65 Nonprofit Business **No fee**

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Millwood

General Business \$5 Nonprofit Business \$5

Businesses located **outside** of the City of Millwood are not required to obtain a city endorsement.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Milton

General Business \$88
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Monroe

General Business \$50
Nonprofit Business No fee

Businesses located outside of the City of Monroe are not required to obtain a city endorsement.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Mount Vernon

General Business \$50
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Newcastle

General Business \$31
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of North Bend

General Business \$35 Nonprofit Business \$35

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Olympia

General Business \$30
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Port Orchard

General Business \$35 Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Port Townsend

General Business \$28 Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Poulsbo

General Business \$65
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of Secretary of State as a nonprofit corporation.

City of Prosser

General Business \$50

Note: Nonprofit businesses are exempt.

City of Pullman

General Business \$15
Nonprofit Business No fee

Businesses located **outside** of the City of Pullman are not required to obtain a city endorsement.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Richland

General Business \$40
Per employee fee (first 2 employees free) \$12
Property rental fee (per rental unit) \$2

Town of Rockford

General Business \$15
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation OR by submitting a copy of their 501(c) tax exemption letter issued by the IRS.

Continued on page 4

City of Ruston

General Business \$40

Note: Nonprofit businesses are exempt.

City of Sammamish

General Business \$15
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Sedro Woolley

General Business \$35
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Sequim

General Business \$56 Nonprofit Business \$56

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Shoreline

General Business \$40 Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Town of Skykomish

General Business \$50
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Spokane

General Business \$113 Nonprofit Business \$56.50

City has a per employee fee that varies (see City of Spokane Requirements and Fee Calculation Instructions).

To qualify for the nonprofit endorsement, the business must be registered with the Office of Secretary of State as a nonprofit corporation under Chapter 24.03 RCW **AND** submit a copy of their 501(c) 3 or 501(c) 4 tax exemption letter issued by the IRS.

City of Spokane Valley

General Business \$13 Nonprofit Business \$3

In addition to the general business endorsement, a Home Occupation Permit is required for businesses that conduct any part of business from their home in Spokane Valley. A Home Occupation Permit fee will be assessed if there is any exterior alterations to the residence, business deliveries, client visits, signs, or nonresident employees. For information contact the Planning Dept. at (509) 720-5240.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation or by submitting a copy of the business IRS 501(c) certificate with their Business License Application.

City of Stanwood

General Business \$50
Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Sultan

General Business \$25

Note: Nonprofit businesses are exempt.

City of Sumner

General Business \$40
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Tumwater

General Business \$50

Includes canvassers, peddlers, solicitors and mobileunits as well as other commercial businesses.

Nonprofit Business No fee

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation. Nonprofit organizations located outside of the city are exempt from city licensure.

City of University Place

General Business \$50
Nonprofit Business No fee

Home based businesses with less than \$12,000 gross annual income are exempt.

Businesses qualify for the nonprofit endorsement if they are registered with the Office of the Secretary of State as a nonprofit corporation.

City of Vancouver

General Business \$125 Nonprofit Business No fee Exempt Business No fee

City has a per employee fee (see City of Vancouver Requirements and Fee Calculation Instructions).

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

City of Washougal

General Business \$25

Note: Nonprofit businesses are required to obtain a general business endorsement.

City of West Richland

General Business \$40
Nonprofit Business No fee

City of Woodinville

General Business \$39
Nonprofit Business No fee

Businesses must submit a copy of their 501(c) 3 tax exemption letter issued by the IRS to qualify for the nonprofit endorsement.

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City Contacts:

City Contacts:				
Anacortes	` ,	Longview		
Bellingham	` '	Maple Valley	` '	
Blaine	(360) 332-8311	Marysville	,	
Bonney Lake	(253) 862-8602	Millwood	.(509)	924-0960
Bridgeport	(509) 686-4041	Milton	.(253)	922-8733
Buckley	(360) 829-1921	Monroe	.(360)	794-7400
Carbonado	(360) 829-0125	Mount Vernon	.(360)	336-6202
Carnation	(425) 333-4192	Newcastle	.(425)	649-4444
Clyde Hill	(425) 453-7800	North Bend	.(425)	831-6200
College Place	(509) 525-0510	Olympia	.(360)	753-8327
Connell	(509) 234-2701	Port Orchard	.(360)	876-7020
Covington	(253) 638-1110	Port Townsend	.(360)	379-4412
Deer Park	(509) 276-8801	Poulsbo	.(360)	394-9880
DuPont	(253) 964-8121	Prosser	.(509)	786-2332
Duvall	(425) 788-1185	Pullman	.(509)	338-3342
Eatonville	(360) 832-3361	Richland	.(509)	942-1104
Edgewood	(253) 952-3299	Rockford	.(509)	291-4716
Enumclaw	(360) 825-3593	Ruston	.(253)	759-3544
Ephrata	(509) 754-4601	Sammamish	.(425)	295-0500
Fife		Sedro Woolley	.(360)	855-0929
Fircrest	(253) 564-8901	Sequim	.(360)	683-4908
Gig Harbor	(253) 851-8136	Shoreline	.(206)	801-2230
Gold Bar	(360) 793-1101	Skykomish	.(360)	677-2388
Granite Falls	(360) 691-6441	Spokane	.(509)	625-6070
Ilwaco	(360) 642-3145	Spokane Valley	.(509)	921-1000
Issaquah	(425) 837-3100	Stanwood	.(360)	629-2181
Kelso	(360) 423-0900	Sultan	.(360)	793-2231
Kenmore	(425) 398-8900	Sumner	.(253)	863-8300
Kennewick	(509) 585-4268	Tumwater	.(360)	754-4136
Lacey	(360) 491-3212	University Place	.(253)	566-5656
Lake Stevens	(425) 334-1012	Vancouver	.(360)	487-8448
Leavenworth	(509) 548-5275	Washougal	.(360)	835-8501
Liberty Lake		West Richland		
Long Beach	(360) 642-4421	Woodinville	.(425)	877-2261

Additional cities may join the Business Licensing Service. Visit business.wa.gov/BLS or call 1-800-451-7985 for a current listing.